



MCG Professional Development Programs

The Office of Human Resources (OHR) is pleased to offer the following professional development training programs to all Montgomery County employees. These programs will help to increase the knowledge, skills and competencies of all Montgomery County employees.

January 2017- February 2017 Training Opportunities – Space Available

Join OHR for these professional development training courses or check out the [FY17 OHR Training Catalog](#).

January 2017 – Training Opportunities			
Course Title	Date	Time	Location
Limited English Proficiency	January 10	1 p.m. – 4 p.m.	EOB-Lobby Level Auditorium
Career Assessment	January 11	9 a.m. – 12 p.m.	Sidney Kramer Regional Services Ctr.
Payment Processing	January 12	10 a.m. – 12 p.m.	Training and Organizational Development Ctr.
FMLA Overview for Management	January 17	9:30 a.m. – 12 p.m.	Training and Organizational Development Ctr.
ERS Retirement Planning-ERS Groups A, E, F, G, H	January 18	9:30 a.m. – 11 a.m.	Rockville Memorial Library
Health Insurance Planning for Retirement	January 18	11 a.m. – 12:30 p.m.	Rockville Memorial Library

February 2017 – Training Opportunities			
Course Title	Date	Time	Location
ERS Applying for Retirement A, E, F, G, H- Retire on 4/1/17	February 1	9:30 a.m. – 11 a.m.	Rockville Memorial Library
Health Insurance Applying to Retire on 4/1/2017	February 1	11 a.m. – 12:30 p. m.	Rockville Memorial Library
Business English Grammar	February 6	9 a.m. – 4 p.m.	Sidney Kramer Regional Services Ctr.
EEO and Diversity Management	February 7	9 a.m. – 12 p.m.	EOB-Lobby Level Auditorium
Preventing Workplace Harassment	February 7	9 a.m. – 12 p.m.	Training and Organizational Development Ctr.
Getting Organized	February 8	9 a.m. – 12 p.m.	Sidney Kramer Regional Services Ctr.
Deliver Unbeatable Customer Service	February 10	9 a.m. – 12 p.m.	Sidney Kramer Regional Services Ctr.
ERS Retirement Planning-ERS Groups A, E, F, G, H	February 15	9:30 a.m. – 11 a.m.	Rockville Memorial Library
Freeing Yourself from Emotional Traps at Work	February 15	8:30 a.m. – 12:30 p.m.	Sidney Kramer Regional Services Ctr.

Health Insurance Planning for Retirement	February 15	11 a.m. – 12:30 p.m.	Rockville Memorial Library
Interviewing and Selecting Employees	February 15	9 a.m. – 4 p.m.	Sidney Kramer Regional Services Ctr.
Getting the Job: Preparing for a Successful Interview	February 22	4:30 p.m. – 6:30 p.m.	MCPS-OHR Dept.-Maple RM
Drug Free Workplace-Non-DOT Supervisors	February 23	1:30 p.m. – 3:30 p.m.	Training and Organizational Development Ctr.
Limited English Proficiency	February 23	1 p.m. – 4 p.m.	EOB-Lobby Level Auditorium
Preventing Workplace Harassment	February 23	9 a.m. – 12 p.m.	Training and Organizational Development Ctr.

Locations

- Training and Organizational Development Center, Room 102, 255 Rockville Pike, Rockville, MD 20850
- Rockville Memorial Library, 21 Maryland Avenue, Rockville, MD 20850
- Montgomery County Public Safety Headquarters, 100 Edison Park Drive, Gaithersburg, MD 20878.
- Sidney Kramer (Upcountry) Regional Services Center, 12900 Middlebrook Road, Germantown, MD 20874
- Executive Office Building, 101 Monroe Street, Rockville, MD 20850
- MCPS-OHR Dept.-Maple RM, Montgomery County Public Schools Human Resources Department, 1st Floor, 45 West Gude Drive, Rockville, MD 20850

Enrollment Instructions

- MCG employees, contractors, volunteers **with** a MCG Computer Network Login: [AccessMCG ePortal](#)
- Contractors, volunteers **without** a MCG Computer Network Login: [AccessMCG Extranet Portal](#)
- Enrollment Instructions - click here, and select the appropriate button: [Enroll in a Class](#)